

**MADERA COUNTY**  
**THERAPY ASSISTANT**

**DEFINITION**

Under general supervision, to assist professional therapy staff in administering a variety of treatment plans for multiply handicapped California Children Services patients; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists in performing therapy treatments for mentally retarded, cerebral palsy, or orthopedically handicapped patients; assists in conducting various recreational, vocational and housekeeping activities; assists patients in standing, walking, eating, and grooming; supervises toileting and changes soiled clothing; prepares treatment areas; makes adjustments in equipment and assists in positioning patients for treatment; checks patients for soreness when removing prosthesis; reports worn or faulty equipment to the therapist; cleans and disinfects equipment; coordinates orders with vendors for therapeutic supplies; maintains cleanliness in working areas; contact physicians for prescription approvals; maintains supplies in the treatment area; performs general clerical duties as assigned including typing clinic reports, notes, evaluations, appointment notices, and schedules, entering data into computer, filing, answering telephones, scheduling appointments and/or changes, and giving and taking messages.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Body structure and functions.  
General hygienic methods and practices.  
Medical terminology, phraseology, forms, documents, and procedures.  
Record keeping methods and techniques.  
Modern office practices, methods, and computer equipment.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

***Madera County  
Therapy Assistant (Continued)***

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**Ability to:**

Assist in the application of therapeutic manipulations.  
Perform a variety of clerical office support work.  
Maintain adequate inventories of supplies and equipment.  
Gather information and prepare reports.  
Update and maintain medical records and files.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

One year of experience in assisting physical or occupational therapists in the rehabilitation of patients, or one year of experience as a hospital attendant in an accredited hospital.

**Training:**

Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 100 lbs.; ability to travel to different sites and locations.

**Effective Date:** May, 1995